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Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180010-4

Mr. [REDACTED]
25X1A

Director of Logistics

21 November 1960

Chief, Records Management Staff

Revised Records Control Schedule

1. The revised portions of your Records Control Schedule which were forwarded for review have been approved. I am returning two copies for the Area Records Officers use. The original is retained in this office as the Agency record copy and one copy will be sent to the Records Center.
2. In reviewing your revised schedule, I note that none of your records are considered to have permanent value. Your previous schedule did carry such items. One of the principle reasons for preparing a schedule is to clearly identify records having permanent or temporary value. Records having permanent value are generally the type that document policies, procedures, decisions and the direction of an organization. For example, I believe the files described in item 7 of schedule A contain records of permanent value and should be so designated on the schedule. The same designation should be given other records that have continuing value.
3. The revision of these schedules indicates a sustained interest in maintaining an active records disposition program for the Office of Logistics. If this Staff can be of any assistance in the program, please call me.

[REDACTED]
25X1A

Attachment

Distribution:

Original and 1 - Addressee

1 - R.C.

✓ 1 - Rec. Disp. Branch (Mr. [REDACTED])

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MGT/S/RMS/REC. DISP. BRANCH/[REDACTED]:htk (21 Nov 60)

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff
THRU : Chief, Audit Staff
FROM : Director of Logistics

DATE: 10 NOV 1960

SUBJECT: Adjustment of Records Schedules

1. The 10 August 1960 revision to General Records Schedule 9, permits destruction of certain travel and transportation records subsequent to 1959 four years after completion instead of ten years as previously prescribed.

2. The Office of Logistics has no administrative need for official records in this category beyond the legal retention period. It is, therefore, recommended that the following Records Schedules be amended to provide destruction four years after completion or retirement, effective with the beginning of Fiscal Year 1960.

Old Schedule 34-56-G, Item 14.a. & b.
New Schedule 34-60-M, Item 14. a. & b.

Old Schedule 34-56-G, Item 21
New Schedule 34-60-M, Item 19

Old Schedule 34-56-G, Item 15
New Schedule 34-60-M, Item 16

Old Schedule 34-56-G, Item 26.a.
New Schedule 34-60-M, Item 39.a.

Old Schedule 34-56-G, Item 27
New Schedule 34-60-M, Item 40. a. & b.

New Schedule 34-60-M, Item 43.a. & b.

3. Also, under provisions of revised General Schedule 9, it appears permissible to adjust the retention period on Item 27 of old Schedule 34-56-G from indefinite to ten years for records preceding Fiscal Year 1960. For convenience in identifying such records, the job numbers are:

55-88
56-144
57-603
59-887

STATINTL


JAMES A. GARRISON